Chapter 6 Reports

BO20A   Aged Invoice Report

Purpose   To provide the user a listing of invoices with no action for 99 days or more.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By invoice number within order number, within Bill-To Agency/Sub-Agency.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Order Number	10	Order number of aged invoice
	Vendor Name	2x30	Vendor name 1 & 2 from VEND Table for OINV vendor
	Status	3	OINV Status
	User ID Chg	4	First four characters of user ID of user who last changed record
	Invoice Amount	9.2	Total amount of invoice
	Invoice Date	6	Date of invoice recorded
	Inv Recv Date	6	Date invoice received for processing
	Sched Pay Date	6	Scheduled date of payment for invoice
	Discount Percent	2.2	Percentage of prompt payment discount offered on recorded invoice

	Invoice Number	25	Invoice number assigned by vendor for recorded invoice

BO21A   Aged Payments Report

Purpose   To provide the user a listing of aged payments not approved for 99 days or more.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By invoice number within order number, within Bill-To Agency/Sub-Agency.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Order Number	10	Order number of OPAY record
	Vendor Name	2x30	Vendor name 1 & 2 from VEND Table for OPAY vendor
	Approval Indicator	1	Approve all status of reported OPAY
	Payment Amount	9.2	Proposed payment amount of OPAY/ OPLN
	Creation Date	6	Date OPAY/OPLN record created
	Invoice Date	6	Date of invoice recorded in OINV from which OPAY was created
	Inv Recv Date	6	Date invoice received for recording in OINV from which OPAY was created
	Sched Pay Date	6	Scheduled date of payment in OINV from which OPAY as created

	Discount Percent	2.2	Percentage of prompt payment discount recorded in OINV from which OPAY was created
	Invoice Number	25	Invoice number assigned by vendor for recorded invoice

BO25A   Aged Receipt Report by Order Number

Purpose   To provide the user a listing of aged receipts in order sequence.

Distribution

Frequency of Preparation   Nightly.

Sort Sequence   By order number within agency number.

Page Break On   Report page break will occur when more than 1 full page of information exists or the agency number changes.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Distribute To	6	Agency receiving the report. The SHIP TO agency from the order.
	Distribute To Name	35	Inferred name of the Distribute to Agency from the agency database
	Order Number	10	Inferred Order Number from the receipt record
	Vendor Number	11	Inferred Vendor number from the receipt record
	Vendor Name	30	Inferred Vendor name from the vendor database
	Contract Number	10	Inferred contract number from the receipt record
	Commodity code	11	Inferred commodity code from the receipt record

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status code	3	The status code of the receipt record
	Status Change Date	6	The date the status code was last changed
	Userid Last change	4	The ID of the person who last changed the record
	Receipt Date	6	The day the shipment was received

BO25B   Aged Receipt Report by Vendor Number

Purpose   To provide the user a listing of aged receipts in vendor sequence.

Distribution

**Frequency of
Preparation**   Nightly.

**Sort
Sequence**   By vendor number within agency number.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or the agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Distribute To	6	Agency receiving the report. The BILL TO agency from the order.
	Distribute To Name	35	Inferred name of the Distribute to Agency from the agency database
	Vendor Number	11	Inferred Vendor number from the receipt record
	Vendor Name	30	Inferred Vendor name from the vendor database
	Order Number	10	Inferred Order Number from the receipt record
	Contract Number	10	Inferred contract number from the receipt record
	Commodity code	11	Inferred commodity code from the receipt record

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status code	3	The status code of the receipt record
	Status Change Date	6	The date the status code was last changed
	Userid Last change	4	The ID of the person who last changed the record
	Receipt Date	6	The day the shipment was received

BO25C   Aged Receipt Report by Contract Number

Purpose   To provide the user a listing of aged receipts in contract sequence.

Distribution

**Frequency of
Preparation**   Nightly.

**Sort
Sequence**   By contract number within agency number.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or the agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Distribute To	6	Agency receiving the report. The BILL TO agency from the order.
	Distribute To Name	35	Inferred name of the Distribute to Agency from the agency database
	Contract Number	10	Inferred contract number from the receipt record
	Order Number	10	Inferred Order Number from the receipt record
	Vendor Number	11	Inferred Vendor number from the receipt record
	Vendor Name	30	Inferred Vendor name from the vendor database
	Commodity code	11	Inferred commodity code from the receipt record

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status code	3	The status code of the receipt record
	Status Change Date	6	The date the status code was last changed
	Userid Last change	4	The ID of the person who last changed the record
	Receipt Date	6	The day the shipment was received

BO25D   Aged Receipt Report by Commodity Code

Purpose   To provide the user a listing of aged receipts in commodity code sequence.

Distribution

**Frequency of
Preparation**   Nightly.

**Sort
Sequence**   By order number within commodity number within agency number.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or the agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Distribute To	6	Agency receiving the report. The BILL TO agency from the order.
	Distribute To Name	35	Inferred name of the Distribute to Agency from the agency database
	Commodity Code	11	Inferred commodity code from the receipt record
	Order Number	10	Inferred Order Number from the receipt record
	Vendor Number	11	Inferred Vendor number from the receipt record
	Vendor Name	30	Inferred Vendor name from the vendor database
	Contract Number	10	Inferred contract number from the receipt record

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status code	3	The status code of the receipt record
	Status Change Date	6	The date the status code was last changed
	Userid Last change	4	The ID of the person who last changed the record
	Receipt Date	6	The day the shipment was received